

Has Your Office Modern Equipment

Reynolds Envelope Sealer

Any Office Boy
or Girl Can Operate It



Seals All Sizes and
kinds of Envelopes With-
out Adjustment

100 letters per day warrants the
purchase of a sealer, and the
saving in time required to
get mail ready at night
will pay for
machine.

Showing the Reynolds Ma-
chine sealing all sizes of en-
velopes without adjustment.
Capacity, 100 per minute.

We are Exclusive Representatives for Virginia and North
Carolina.

The Writerpress

*In emergencies the Writer-
press has two hundred
hands to do your work.*

Suppose you had sudden need to
send out 10,000 typewritten letters---
you'd have to rent or buy 100 type-
writers and hire 100 operators to get
the job out in one day.

But a sixteen year old boy and a
WRITERPRESS could produce the
body of 10,000 letters in a day---and
eight or nine girls could fill them in.

This is how the WRITERPRESS
can serve you in emergencies. On
steady day after day, week after week,
or month after month business-building
the WRITERPRESS, shows up just
as well.

The boy and the WRITERPRESS,
without any other help or investment,
can turn out 2,000 to 4,000 complete
letters, filled in with name and address,
and signed in facsimile, every working
day. The WRITERPRESS costs a lit-
tle more than a standard typewriter---
the boy will be glad to get \$1.50 a day.

Let us suggest to you some of the
many ways in which you can use a
WRITERPRESS, to increase your
business and its profits. Let us tell you
how one firm saved \$6,000 in a year on
one item. Let us tell you how thou-
sands of other business men are using
the WRITERPRESS in their business.
The specimens of actual work we send
you will convince you that WRITER-
PRESS letters are actually typewritten.

MANUFACTURED BY

The Writerpress Company, Inc.,
Writerpress Building, Shelton, Conn.

EXCLUSIVE DEALERS FOR
VIRGINIA AND NORTH CAROLINA

The Office Specialty Co., Richmond, Va.

Special Offer on Typewriter Supplies

1 Typewriter Ribbon, for any machine.....	\$.75
1 Circular Eraser.....	.05
1 dozen Stenographer's Pencils.....	.50
1 1-oz. bottle Odorless Typewriter Oil.....	.15
1,000 Second Sheets.....	.60
1 dozen Wide Note Books, smooth paper.....	.50

List price.....\$2.55
Special for the Boosters' Trip.....1.75

If you are not entirely satisfied we will refund the purchase
price.



**As an efficiency-expander and
a time-condenser, nothing
equals the Dictaphone**

The Busy Man

Doesn't waste a second of his valu-
able time waiting for a stenogra-
pher. He turns to his Dictaphone
as he would to his telephone and
gets the thing done. He talks natu-
rally, just as he would talk if the
man to whom he is writing were
sitting by his desk. He has no
speed limit. Result: Letters that
have ginger; letters that convince;
letters that sell the goods.

The Operator

Has the whole day to get out the
mail, instead of only half the day
or two hours at the day's end. No
eye strain from looking on and off
her note-book. Absolute regula-
tion of the speed at which the dic-
tation is reproduced. No time
wasted taking shorthand notes.
No interruption to take dictation
while transcribing the mail. She
gets through and goes home on time.

The Cost

THE COST doesn't figure at all. The machine will cut your cor-
respondence expense in half. It won't take long to save the cost of
installation.

THE RESULT

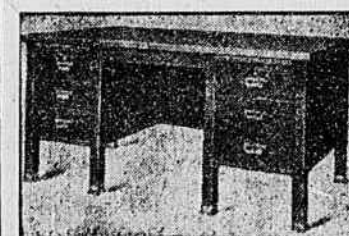
The Personally Talked Letter That Sells the Goods
COLUMBIA PHONOGRAPH CO., 1212 F Street, N. W.,
Washington, D. C.

Exclusive Representatives for Richmond and Vicinity,

The Office Specialty Co., Inc.

"OMECO" Steel Furniture

"The Quality Line"



Vertical Sectional
Filing Cabinets,
Desks,
Tables,
Card Index Cabinets,
Document Files, etc.

Made of the best quality
of specially prepared steel, of
the highest grade construc-
tion by expert workmen.

Manufactured by

THE O. M. EDWARDS CO., Syracuse, N. Y.

Exclusive Representatives for Richmond and Vicinity,

The Office Specialty Co., Inc.

Carbon Complaints Will Cease By Using American Brand Carbons

AMERICAN BRAND Carbon Paper is extra clean, is non-
smutting and gives longest service.

AMERICAN BRAND is made in four weights:

- 4-lb., for 8 to 20 copies.
- 5½-lb., for 4 to 8 copies.
- 7-lb., for general correspondence.
- 10-lb., for billing.

Pen and Pencil Carbons for every purpose.

AMERICAN BRAND is manufactured by H. M. STORMS
CO., of New York, and every sheet is guaranteed.

AMERICAN BRAND CARBON PAPER is the best that skill
and modern machinery can produce.

Exclusive agents for Richmond.

The Office Specialty Co., Inc.

THE OFFICE SPECIALTY CO., Inc.,

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